

FCPN# FY04-11 Infrequently Used Cards Procedures

Note: IT IS YOUR RESPONSIBILITY TO GIVE THIS NOTICE WIDEST DISSEMINATION TO PROGRAM PARTICIPANTS TO INCLUDE APCs, AOs, Certifying Officials and Card Users (if applicable) IN YOUR HIERARCHY.

The DON eBusiness Operations Office receives an Infrequent Use report from USBank every six months. The process for handling Infrequently Used Cards is defined below.

- 1) The file is reviewed to determine if an entire account has not been used during this reporting period.
- 2) If any accounts are identified for non-use, a call is made and/or an email sent to the HL4 APC to question the need for the account. The DON eBusiness Office will recommend a six-month suspension of the account.
- 3) The HL4 APC researches the validity of the account and denies or concurs with the recommendation to suspend. The HL4 APC must give valid reasons for an account to remain open.
- 4) If suspension is recommended by the HL4 APC, the DON eBusiness Office will contact USBank to suspend the account. If the suspended account appears on the following six-month reporting period, it will be closed.
- 5) If suspension is not recommended, the account will remain open; however, if that account is identified on the next six-month report, it will be closed.

Note: Many accounts are set up to have one card assigned per vehicle, resulting in some cards being rarely used. For this reason, the Navy's Fleet Card policy on Infrequently Used Cards differs from the Navy's Purchase and Travel Card programs.

All Fleet Card Periodic Notices (FCPNs) are located on our website under the Policy tab. Please send any questions/comments to fleet_card@navsup.navy.mil.

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